

INVITATION TO BID

The Town of Hampton, acting through its Town Manager, in accordance with the provisions of New Hampshire Revised Statutes Annotated Chapter 37, Section 6 and the provisions of the Town of Hampton Purchasing Policy, will accept sealed bids, from qualified bidders for the following:

Bid # 2011-052 Utility Tractor

All bids must be submitted in accordance with the bid procedure and all requested information must be supplied. Failure to comply will be reflected in the evaluation of the bids.

The bid specifications for the above services and/or products are available in the Town Manager's office located at 100 Winnacunnet Road, Hampton, NH and on the Town Website at <http://hamptonnh.gov/public/RFP>

Sealed bid envelopes must be clearly marked "Bid # 2011-052 Utility Tractor"

Sealed bids will be received until 2:00 PM on Wednesday, January 18, 2012 at the Town Manager's office.

The Town of Hampton acting through the Town Manager reserves the right to reject any or all bids, to award any bids, to waive any informality on bids received, and to omit any item or items as it may deem to be in the best interest of the Town. The decision of the Town Manager shall be final.

If further information is necessary, please contact Ryan Flynn, Engineering, at (603) 929-5933.

Frederick W. Welch
Town Manager

I. GENERAL INFORMATION

The Town of Hampton, acting through its Town Manager, in accordance with the provisions of New Hampshire Revised Statutes Annotated Chapter 37, Section 6 and the provisions of the Town of Hampton Purchasing Policy, will accept sealed bids, from qualified bidders for the following:

Bid # 2011-052 Utility Tractor

II. INTENT

The Town of Hampton, acting through its Town Manager for the Hampton Department of Public Works requests sealed written bids, from qualified licensed Dealers for the Town of Hampton to purchase one new model year 2011 or 2012 Utility Tractor more specifically described in Section IV. Detail Specifications.

III. GENERAL SPECIFICATIONS

All bids shall be submitted in conformance with the specifications, scope of work, general specifications, and any detailed specifications that are considered as minimum standards, and all requested information must be supplied. Failure to comply will be reflected in the evaluation of the bids.

IV. DETAIL SPECIFICATIONS

Part A – Utility Tractor

The following items are to be included in the bid price under Part A of the bid form.

General

- Full cab, air conditioned
- 4WD
- Power Steering

Engine

- Minimum Gross Engine Power: 83.0hp @ 2400 rpm
- Minimum PTO Power: 65hp @ 2400 rpm
- Minimum Displacement: 276 cu. in.
- Number of cylinders: 4
- Minimum fuel tank capacity: 33.5 gal.
- Alternator: Minimum 90 amp

Transmission

- Standard Transmission, 12F x 12R
- Reverser
- Partial on-the-go shifting
- Wet clutch
- Creeper installed

PTO

- Minimum Speed: 540 rpm @ 2400 rpm

- Mechanical PTO Actuation

Hydraulics

- Type: Open center, engine mounted
- Minimum Pump Rated Output: 22.5 gpm
- Hitch Category (SAE Designation): Category 2, convertible to 1

Tires & Wheels

- Factory Standard

Loader

- Bucket Type: Heavy Duty, Self-Leveling with Replaceable Cutting Edge
- Minimum Bucket Width: 73 in.

Rear Mower Deck

- Single deck, pull-type, rotary cutter
- Minimum 10' cutting width
- PTO powered, compatible and ready to use with tractor

Compatibility with Existing Town-Owned Roadside Mower

- The tractor must be adapted for compatibility with the Town's existing roadside mower.

The successful bidder will be required to make any necessary mechanical adjustments that need to be made to the mower. This work is to be included in the submitted bid price. The mower can be viewed at the Hampton Public Works Facility by contacting Ryan Flynn, Engineering, at (603) 929-5933, and setting up an appointment.

Manufacturer's Warranty – Minimum Specifications

- Please specify Manufacturer's Vehicle's Warranty

Part B – Trade In

The Hampton Public Works Department has the following tractor to trade in for value against the cost of new tractor.

- (1) 1989 Case IH 385, approximately 2800 hours, with loader

V. DELIVERY/PENALTY

The prospective bidder shall specify the number of days from bid award to delivery of the utility tractor to the Hampton Public Works Department. A one-hundred dollar per day penalty shall be deducted from final payment for each day the delivery of the vehicle is late.

VI. QUALIFICATIONS

The successful bidder will be a licensed Dealer in New Hampshire, Massachusetts, Maine, and/or Vermont.

VII. ASSOCIATED COSTS AND SERVICES

Associated Costs and Services incurred in the preparation of the bid submittal in response to this bid request shall be the sole responsibility of the submitting bidder.

VIII. BID PROCEDURE

Each prospective bidder is expected to carefully examine all provisions included in this document prior to submitting a bid. Failure to do so will not relieve the successful bidder of the obligation to furnish all equipment and labor necessary to carry out the provisions of this document.

The submission of a bid shall be considered prima facie evidence that the prospective bidder has made such examination of this document and is familiar with the conditions to be encountered in performing the work and as to the requirements of the scope of work, specifications, and special provisions.

The cost entailed in carrying out the specifications and scope of work, unless otherwise noted or specified, shall include full compensation for all material, equipment, tools, labor and incidental work necessary to provide the product requested.

All bids shall be signed correctly, in ink. Bids which are incomplete, conditional, or obscure, or which contain information not called for, erasures, alterations or other irregularities of any kind, or in which errors occur or contain abnormally high or low bids, may be rejected.

If an individual makes the bid, his name and address shall be given. If the bid is made by a firm, partnership, or corporation, it shall be signed by a duly authorized person, who shall give his name and title as well as the name and address of the firm, partnership, or corporation.

Any or all bids will be rejected if there is a reason for the Town to believe that there is collusion among prospective bidders. Any bid so rejected will disqualify the prospective bidder(s) from consideration in bids for the work.

IX. NO-BID RESPONSE REQUEST

It is requested of all prospective bidders that if they will not be bidding on the bid to submit a no-bid response to the Town of Hampton.

X. BID SUBMITTAL REQUIREMENTS

The completed bid package shall include, at a minimum, this entire document including all attachments, any addenda distributed and/or any additional information and the bid form:

1. One (1) original and two (2) copies of this entire document, including bid form and all attachments;
2. Vehicle Warranties and Manufacturer's Detail Specifications;
3. The bidder's professional qualifications and experience in dealing with Municipalities; and
4. A list of references and current clients (a minimum of 3 each) that includes their names, addresses, and telephone numbers.

XI. SELECTION CRITERIA AND AWARD

Sealed bids shall be awarded on the following basis (not necessarily in the order presented) by the Town Manager unless otherwise determined by the Board of Selectmen.

1. The ability, capacity and skill of the bidder through the submission of required information as a portion of the bid in providing the product;
2. Whether the bidder can provide the product required by the terms of the bid promptly, or within the time specified, without delay or interference;
3. The character, integrity, reputation, experience and efficiency of the bidder; and
4. The bidder's qualifications and track record in providing similar products to other Municipalities.

It is the intent of the Town to award this bid to the most responsive and qualified bidder that meets all necessary requirements stated in this document. Before making its award, the Town shall consider the project proposal, work, and/or services or products delivered that best serves the processing needs and financial interests of the Town.

The bid shall be held firm until the product is delivered.

The Town of Hampton reserves the right to reject any and all bids.

XII. RECEIPT OF BID

The Town of Hampton acting through the Town Manager reserves the right to reject any or all bids, to waive any informality on bids received, and to omit any item or items as it may deem to be in the best interest of the Town. The decision of the Town Manager shall be final.

A submitted bid may be withdrawn when requested in writing and in the hands of the Town Manager before the time of the scheduled opening. Such bid will be returned unread. No bid shall be withdrawn less than 30-days after the scheduled opening without the prior consent of the Town. All bids submitted shall be held firm for 90-days from the opening.

Sealed bid envelopes must be clearly marked "Bid # 2011-052 Utility Tractor"

Sealed bids will be received until 2:00 PM on Wednesday, January 18, 2012 at the Town Manager's office.

XIII. FAXED AND/OR EMAILED BID OR WITHDRAWALS

Faxing and/or the emailing of bids or the request of a withdrawal of a bid will be not permitted. If a faxed or emailed bid or a withdrawal request is received in either manner, it will be destroyed upon receipt.

XIV. POSTING OF BID

The bid is posted on the Town Website at <http://hamptonnh.gov/public/RFP>. Prospective bidders seeking to submit a bid are requested to inform the Town of Hampton by email at inquiries@town.hampton.nh.us that they have obtained the bid document from the Town's Website. Please provide your name, address, phone number, and email address. This will enable the Town of Hampton to forward any addenda distributed and/or additional information that may be required for compliance with the bid document.

XV. LAWS, PERMITS AND LICENSING

It is the successful bidder's responsibility to adhere to and comply with all federal, state, and local laws, regulations, and codes as well as with all standards and practices relating to the delivery of the product. In addition, it is the successful bidder's responsibility to procure and keep in effect any and all licenses, permits, notifications or other regulatory requirements relating to the delivery of the product.

The successful bidder will pay for any permits, licenses, and certificates required for the delivery of the product that is required by any law or regulation.

XVI. INDEMNIFICATION

In accepting the awarded contract, the successful bidder agrees to hold harmless and indemnify the Town of Hampton and its officers, agents, and employees from any liability arising from the delivery of the product.

XVII. TERMINATION

The Town of Hampton acting through the Town Manager retains the right under this bid to terminate and dismiss the successful bidder for non-performance with five (5) working days notice.

Additionally, the Town of Hampton acting through the Town Manager reserves the right to negotiate a contract with the next most responsive and qualified bidder for the delivery of the product under this bid.

XVIII. APPLICABLE LAW

All disputes shall be decided under the laws of the State of New Hampshire.

XIX. PURCHASING POLICY APPLIES

The Town of Hampton's Purchasing Policy and Purchase Procedures apply to any bids received hereunder.

XX. PAYMENT

After delivery of the utility tractor, payment will be made within 30-days of receipt of the submission of a completed invoice for the Utility Tractor. Payment of the invoice automatically releases any lien that the invoice may have provided against the Town.

BID FORM

Bid # 2011-052 Utility Tractor

Town Manager
100 Winnacunnet Road
Hampton, NH 03842

The bidder shall specify here in figures and words the costs for Part A and B as specified in the written bid specifications attached hereto and made a part hereof. In the case of a discrepancy between the figure and the words, the written words shall govern.

Part A: Utility Tractor w/ Loader, Rear Mower Deck

Year, Make, & Model: _____

Cost in figures: \$ _____

Cost in words: _____ Dollars

Manufacturer's Warranty – Description/Duration: _____

(If necessary, please attach additional pages for warranty details and options.)

Part B: Trade-In

On the lines below, submit the trade-in value in figures and words for the Hampton Public Works vehicle. This value may be used against the cost of new vehicle and shall be factored into the evaluation of all bids.

Trade-In Utility Vehicle 1989 Case IH 385, approximately 2800 hours, with loader

Trade-in Value in figures: \$ _____

Trade-in Value in words: _____ Dollars

The undersigned is submitting this Bid without collusion with any other individual or corporation.

Name of Bidder _____

Address of Bidder _____

City, State and Zip Code of Bidder _____

Business Telephone of Bidder _____

Business Fax Telephone Number of Bidder _____

E-Mail Address of Bidder _____

Bidders Website Address _____

Signature of Authorized Person _____

Date _____

By signing above you are attesting that you are duly authorized by law to commit the individual, association, partnership, company, or corporation to the terms of the bid and resulting contract attached hereto.

Once submitted, all bids submitted shall be held firm and not withdrawn for 90-days from bid opening.